

**COLORADO RIVER RECOVERY PROGRAM  
FY-2006 PROPOSED SCOPE OF WORK for:  
Reclamation Program Management**

**Project No.: PM-2**

**Lead Agency: Bureau of Reclamation**

**Submitted by:** Dave Speas UC-732  
Bureau of Reclamation  
125 South State Street, Room 6107  
Salt Lake City, UT 84138-1147  
Phone 801-524-3863  
FAX 801-524-5499  
tchart@uc.usbr.gov

Brent Uilenberg  
Bureau of Reclamation  
2764 Compass Drive, Suite 106  
Grand Junction, CO81506  
Phone 970-248-0641  
FAX 970-248-0601  
builenberg@uc.usbr.gov

**Date: July 1, 2005**

**Category: Program Management**

**Expected Funding Source:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ongoing project | <input checked="" type="checkbox"/> Annual funds |
| <input type="checkbox"/> Ongoing-revised project    | <input type="checkbox"/> Capital funds           |
| <input type="checkbox"/> Requested new project      | <input type="checkbox"/> Other (explain)         |
| <input type="checkbox"/> Unsolicited proposal       |  |

**I. Title of Proposal: Reclamation Program Management**

**II. Relationship to RIPRAP:** General Recovery Program Support Action Plan, Item VII, Provide Program Planning and Support (Program Management)

**III. Study Background/Rationale and Hypotheses:** Not Applicable

**IV. Study Goals, Objectives, End Product:** Program management funds are used to provide Reclamation participation in general Recovery Program activities not covered by specific scopes of work. Examples of these types of activities include administration of project funding agreements, work planning, monitoring project progress and performance, and other general program management and administration.

**V. Study area:** Not Applicable

**VI. Study Methods/Approach:** Not Applicable

**VII. Task Description and Schedule**

**Task 1: Work with Recovery Program participants to coordinate work plans.** Review, comment on and approve (as warranted) Recovery Program work plans, scopes of work, annual reports, final reports, and issue papers; participate in sub-committees or ad-hoc technical committees as requested; attend workshops, work planning and researcher meetings; report on Recovery Program-related issues as requested.

**Task 2: Administer funding for Recovery Program projects.** Funding Recovery Program projects requires establishment or modification of approximately 45 Reclamation funding agreements or contracts each year. Each agreement requires multi-faceted administrative maintenance, including but not limited to: Submit requests for Federal assistance for Recovery Program-approved projects; work with Recovery Program Director's office on funding issues; review and approve (if warranted) project budgets; request obligations to cover funding agreement or contract awards; award agreement or contract funding to recipients; maintain agreement and contract filing system, including agreement instruments, invoices, and accruals; track budgets; review and approve invoices; perform periodic site visits to monitor project performance and progress; file advanced procurement reports; organize and participate on TPECs; draft requests for proposals; perform agreement closeouts; answer agreement inquiries from auditors, assistance recipients, and the Recovery Program; record project performance and status of deliverables; file recipient performance reports.

**VIII. FY-2006 Work**

**Deliverables/Due Dates:** Requests from the Recovery Program for funding are processed as quickly as possible as they are received. Other deadlines for committee activities are set by the Recovery Program participants. An annual report on program management activities will be submitted in December of each year.

### Task 1:

### A) Labor

\*health/insurance benefits, misc. administrative costs

## B) Travel

\*Taxi \$10; Parking \$10; Rental car \$40/day

## Task 2:

### A) Labor

[illegible]

\*\*health/insurance benefits, misc. administrative costs

Task 2, continued

## B) Travel

Position	Dest.	Purpose	Days	Lodging	Total lodging	Per diem	Total per diem	Other*	Vehicle cost/mile	Miles	Vehicle total	Airfare	Cost per trip	No. trips	Total
Biologist	Denver	Procurement issues	2	\$112.00	\$224.00	\$47.00	\$94.00	\$20.00	n/a	n/a	n/a	\$200.00	\$538.00	2	\$1,076.00
Lead contract officer	Denver	Procurement issues	2	\$112.00	\$224.00	\$47.00	\$94.00	\$80.00	n/a	n/a	n/a	\$200.00	\$598.00	2	\$1,196.00
Agreement specialist	Denver	Procurement issues	2	\$112.00	\$224.00	\$47.00	\$94.00	\$20.00	n/a	n/a	n/a	\$200.00	\$538.00	2	\$1,076.00
Total															\$3,348.00

\*Taxi \$10; Parking \$10; Rental car \$40/day

## IX. Budget Summary FY-2006

Labor	Task 1	\$33,877.00
	Task 2	\$125,312.00
Total labor		\$159,189.00
Travel	Task 1	\$6499.00
	Task 2	\$3,348.00
Total travel		\$9,847.00
<b>Grand total</b>		<b>\$169,036.00</b>

**FY-2007** \$174,107.08\*\*\*

\*\*\*Includes 3% COLA

**X. Reviewers:** Brent Uilenberg, Randy Peterson, Dennis Kubly

**XI. References** Not Applicable